



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Stephanie G. Schumacher
Applicant Title: Mason County Clerk
Office Address: 27 W. 3rd St. / P.O. Box 234
Maysville, KY 41056
Phone Number: 606-564-3341
Email Address: stephanie.schumacher@ky.gov
Federal ID Number: 61-6000876

Part B: Project Summary

Total Funds Requested: \$ 10,352.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The volume of recorded documents has increased significantly over the past decade, resulting in limited space for storage of these records, specifically mortgage books. As a result, I am seeking a grant for assistance in payment of additional roller shelving so these records may be stored properly and are still attainable for the public's use. The bottom floor of my office building has room for additional shelving. My plan is to install additional shelving on the bottom floor for storage of books. This way the older, less used books are still in my office and can be accessed easily by the public. The newer, more commonly used books will remain in the deed room.



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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Courthouse Computer Systems

Vendor Address: P.O. Box 9393
Chapel Hill, NC 27515

Vendor Phone and Email: 855.268.7848 chuck@courthousecomputersystems.com

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☒
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Shelving	N/A	N/A	
Roller shelving (see attachment for specifics)			\$10,352.00
Diazo Cost for <u>NA</u> Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$10,352.00

Section 2

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The Mason County Clerk's Office is vigilant with record keeping efforts as evidenced by past grants received from the Kentucky Department for Libraries and Archives. My office space is sufficient to accommodate the extra shelving as well as the extra working space for those individuals needing to access the books. Both fiscal court and the clerk's office have money budgeted to help pay costs incurred with such purchase.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



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Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will allow the older books to remain in my office where they can be easily accessed
by the public. Not having this shelving will force me to move the older books offsite, making
the records not as readily available. Our local media will be informed of the project and its benefits
to those that use the records.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



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Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Joseph P. Pfeffer
Authorized Local Government Official

Joseph P. Pfeffer Mason Co. Judge Exec.
Typed or Printed Name and Title

4-9-19

Date

Stephanie G. Schumacher
Official Custodian of Records

Stephanie G. Schumacher
Typed or Printed Name and Title

4/9/19

Date

Stephanie G. Schumacher
Mason County Clerk
P.O. Box 234
Maysville, KY 41056
(606)564-3341

INVITATION FOR BID PROPOSAL

The Office of the **Mason County Clerk** is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the **FY2020** and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than **April 1, 2019** to be considered.

Stephanie G. Schumacher
Signature/Title *Mason County Clerk*

Stephanie G. Schumacher
Printed Name

3/18/19
Date

Mason County Clerk's Office

Attachment A

March 18, 2019

Desktop Roller Shelving:

1 Unit with 6 sections/tiers, 8 roller shelves high, double-sided, standard depth, with end panels and flat top. Unit color: Black

Roller Shelving:

1 Unit with 5 sections/tiers, 16 roller shelves high, single-sided, standard depth, with end panels. Unit color: Black

NOTE: Bids *must* include shipping/handling/freight, delivery and installation/set-up costs, etc.

It is the sole responsibility of the prospective bidder to evaluate conditions, measurements and any other aspect of this bid not explicitly expressed in these specifications.

Bids must be returned to this office by April 1, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

If you have any questions, please contact:

**Stephanie Schumacher
Mason County Clerk
27 West 3rd Street
Maysville, KY 41056
Phone: (606) 564-3341**



P.O. Box 9393
Chapel Hill, NC 27515

Bid Response

April 1, 2019

Prepared For:

Stephanie Schumacher
Mason County Clerk
27 West Third Street
Maysville, KY 41056

Thank you for allowing us to submit a bid proposal for your shelving project. We look forward to partnering with your office to increase the accessibility of your records.

Onsite Inspection Conducted 3/27/2019

Total Cost: \$10,352.00

Sincerely,

A handwritten signature in cursive script that reads 'Chuck Roederer'.

Chuck Roederer

Ron Cooper Co.
P.O. BOX 609
GRAYSON, KENTUCKY 41143-0609
PHONE (606) 474-8715
FAX (606) 474-8853
TOLL FREE (800) 726-6968

Stephanie Schumacher
Mason County Clerk
27 W. 3rd Street
Maysville, KY 41056

March 29, 2019

Dear Stephanie,

Thank you for the opportunity to provide you with a price quote for Roller Shelving units per your bid request. Please find the quoted price below for the roller shelving unit and desktop roller shelving unit specified per your request.

Bid Proposal:

The total cost for the 1 Roller Shelving unit and 1 Roller Shelf Desk listed in your bid request dated, March 18, 2019, is: \$15,861.00. The color specified for these units is black. This total includes shipping/handling/freight, delivery and installation/set-up costs.

The bid request did not specify that the price quote be itemized. However, if you need an itemized price list for each Roller Shelving unit and the roller shelf desk just let me know. I am happy to provide that for you. If you have any questions, please feel free to call or email me with any concerns. Once again, thank you for allowing me to provide you with this quote.

Sincerely,



Stacy Dodgion, President
RonCooperCo@gmail.com



Donna Rose Co., Inc.
QUOTATION

To: Mason County Clerk

Date: 03.28.2019

We are pleased to submit the following estimate for your consideration:

Description	
1-Unit 6 wide, 8 high, double sided standard depth, flat top Roller Desktop #RD-806DFF	
1-Unit with 5 wide, 16 high single sided, standard depth	
Price includes shipping/handling/freight and installation	
This is Larson Metal Shelving	Total Bid - \$15,900.00

P.O. Box 127, Keene, KY 40339 * 859.224.0383 * Fax 859.224.0381

Thank you,
Submitted by: Donna Rose
Quote good for 30 days.